



A toolkit for Deaneries

Planning a Deanery Event

While every deanery event will be different, and much will depend on the nature of the event, below are some general pointers you might find useful.

- Where possible, get an idea of the likely support before any major planning and preparation work begins.
- Suitable timing is essential - do you go for a Saturday or weekday evenings? This will be driven by who the event is for. What is the best time for them?
- Once there is an established need, a good location is critical. Whether it is a church, a church hall or any other location, your venue needs to be easily found, accessible with good parking. It needs to be comfortable, have good heating, lighting and sound system.
- Leaders and speaker should be identified as early as possible - the best speakers have the busiest diaries! Lists of speakers are available as part of the Deaneries Toolkit [here](#).
- Good publicity is crucial and must be available early so that it can be included in church magazines, issued with synod papers, put on the deanery website etc.
- Check whether another deanery runs similar events. If so, speak to those involved and gain from their experience.
- Investigate whether there is funding available and consider charging a minimal fee.
- Always have good quality refreshments, it may add a little to the cost but is worthwhile. Don't forget we are a Fairtrade Diocese.
- Think about any barriers that may prevent people from attending but which you can remove with the right support. For example, if you are inviting families do you need a crèche? If it's older people do they need lifts?

Compiled by the Deaneries Advisory Group, May 2017